

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

November-December 2007

WELCOME! NEW EMPLOYEES

Anastasia Allen, OSSII, International Studies
Jennifer Black, Asst. Dir Alumni Relations, Development Office
Sara Bossler, Events Assistant, Performing Arts Center
Joe Cole, Assistant Director, Athletics
Sue Ann Cross, Sr. Secretary, Counseling/CECH
Clinton Dickson, Custodian, Custodial Services
Joseph Flunker, Glass Blower II, Chemistry
Kathleen Foster, Associate Director, Stud Financial Aid
Toni Lee Hancock, Admin. Assistant, Coll of Nursing
Benita Higgins, Sr. Clerk, Child Advocacy Services
Bujar Hysa, Custodian, Custodial Services
Krystal Lang, Admissions Coun/Transfer Coord, Admissions
Mary Jo Mohan, Admin. Assistant, Center for Trauma Recovery
Jalah Noland, Admin Assistant, College of Nursing
Tiara Rogers, OSSIII, Admin Svcs, Auxiliary Svcs
Jon Rudnicki, OSS I (Gallery Asst), Art & Art History
William Sawyer, Syst Admin Specialist, ITS
Mary Ann Tierney, Sports Info Specialist, Athletics
Claude Weathersby, Coord/Prog Supp Proj, IMSELT
Ashley White, OSSIII, Admin Services/Auxiliary Services
Andrea Williams, Outreach Coordinator, CAC

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Sylvia Poe, ext. 5258 or Erik Smetana, ext. 5381. For questions about benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, work relationships or environment, contact Sylvia Poe, ext. 5258 or Peter Heithaus, ext. 5809. For exit interviews, contact Erik Smetana, ext. 5381. For training schedule or enrollment, contact Nancy Draper, ext. 5805. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Pollyanna Appleton, Syst Supp Analy Spec to LAN Eng Entry, ITS
Channon Bates-Cunningham, OSSIII to Proj Dev Spec, Precol Prog
Laurie Bolden, OSSII to Admissions Advisor, Admissions
Faith Boone, Custodian to Asst Athletic Trnr, Athletics
Joseph Kane, Police Officer to Police Sergeant, Police
Cherie Lewis, Asst. Mgr to Mgr, Ticket Sales
Kevin Manes, Events Asst to Supervisor, Stage Svcs, PAC
Jan Mayer, Stud Affairs Rep to Admissions Advisor, Admissions
Timothy Preuss, Programmer I to DB Prog Analyst-Entry, ITS
Svetlana Veljkovich, Coord Finc Aid to Assoc Dir, Finc Aid

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for September was Capuchina Taylor. Capuchina is an Office Support Staff II with the Center for Student Success. Capuchina was chosen for Excellent Teamwork. Comments made about Capuchina included, "Capuchina is full of boundless energy and volunteers to serve on various committees whenever possible." "Capuchina is a great communicator in the office and is respectful towards each employee". "She maintains professionalism at all times". "Capuchina is always willing and ready to accomplish whatever task is set before her".

The UMSL Riverstars Employee of the Month winner for October was Jason Stahr. Jason is a Manager of Stage Services at the Touhill Performing Arts Center. Jason was chosen for Effective Leadership. Comments made about Jason included, "Jason has always worked as he would expect us to perform our duties." "He's the first to arrive and last to leave". "Consistency is in his personality and nature. He is calm and even keeled. He makes us all feel needed and necessary. He will take the time to sit down with you and discuss any work-related problem you may have".

Capuchina and Jason received \$100 gift certificates, commemorative plaques, and automatic nominations for the Chancellor's Award for Staff Excellence.

NEW I-9 FORM

The U.S. Department of Homeland Security has revised the Form I-9. The I-9 is used to verify the identity and work eligibility of all new employees (including U.S. citizens) at the time they are hired. Department must begin to use the new Employment Eligibility Verification Form I-9 starting December 26, 2007.

The new Form I-9 has a revision date of Jun 5, 2007 and is available on the HR website. Please contact Errol Benson, Payroll Manager, at 516-5803 if you have questions.



HUMAN RESOURCES STAFF CHANGES

We are pleased to announce the following additions to the Human Resources staff:

- LaQuita Jackson, HR Assistant - Benefits, joined the HR Department in May as a replacement for Pat Camp, who retired. LaQuita came from the MO Dept of Mental Health where she was employed as a HR Office Support Assistant. LaQuita reports to Joann Westbrook. She can be reached at ext. 6466.
- Sarah Brady, Office Support Staff III – Volunteer Services, joined Volunteer Services in June as a replacement for Laurie Lombardo, who transferred to PPRC. Sarah came from the YMCA where she was employed as a Group Leader. Sarah reports to Elizabeth Pawloski. She can be reached at ext. 4106.
- Eileen Holmes, HR Assistant – Staff Records, joined the HR Department in September as a replacement for Nyonia Frye, who retired. Eileen came from Edward Jones where she was employed as a HR Record Administrator II. Eileen reports to Errol Benson. She can be reached at ext. 5927.

We know that many of you have already had contact with these outstanding individuals. If you have not, we hope that you will take the opportunity to welcome them aboard.

MINIMUM WAGE INCREASE

The Missouri Department of Labor and Industrial Relations will raise the minimum wage from \$6.50 to \$6.65 per hour effective January 1, 2008. The University will centrally process the increase for those affected employees. The raise will be reflected in the applicable employees pay on pay date January 23, 2008. Please keep in mind that hires after January 1, 2008 must meet the new minimum of \$6.65 per hour. If you have questions please contact Errol Benson, Payroll Manager, at 516-5803.

INCLEMENT WEATHER REMINDER

In the event of severe weather, the campus is open unless and until an official announcement is made that the campus is closed. Radio stations, KWMU, (FM 90.7), and KMOX (AM 1120) and television stations KTVI (2), KMOX (4), and KSDK (5) will be notified of the closing. An announcement will be placed on the home page of the UM-St. Louis website (www.umsl.edu) and on the UMSL Information Line (314-516-5000), and all voice mailboxes.

HOLIDAY SCHEDULE

With the exception of designated departments, the campus will be closed from Monday, December 24, 2007 through Tuesday, January 1, 2008, inclusive. Christmas and New Year's holidays are paid holidays. Employees may use accrued vacation, personal days, or excused absence without pay for December 24, 26, 27, 28 & 31. However, employees who take off for the whole time that the campus is closed must be in paid status on Friday, December 21 and Wednesday, January 2 in order to be paid for Christmas and New Years. Employees must submit a Report of Absence (Form 60) for all days off whether paid or unpaid, which are not paid holidays. Human Resources will be closed during that time. Bi-weekly paychecks will be direct deposited on Wednesday, December 26, 2007. Monthly paychecks will be direct deposited on Friday, December 21, 2007.

SIGNIFICANT SERVICE MILESTONES FOR OCTOBER AND NOVEMBER 2007

<u>Name/Department</u>	<u>Years</u>	<u>Name/Department</u>	<u>Years</u>
Timothy Ayers, Maintenance Services	5	Carol Banks, Stud Financial Aid	10
Jaime Bergfeld, Univ. Advancement, Devel	5	Stephen Herbert, Library	10
Gregory Bingham, Instructional Safety-Police	5	Joyce Mays, Custodial Services	10
Jeffrey Croft, Maintenance Services	5	Tommy Phillips, Residential Life	10
Marilyn Dilworth, User Services	5	Orville Trudo, International Studies	10
Linda Franzer, Cont. Educ & Outreach	5	Donna Bonner, Univ Advancement	20
Talia Gholson, Human Resources	5	Carla Frierson, Dean Coll of Educ	20
Pat Knapp, International Studies	5	Marilyn Kowert, Stud Finc Aid	20
Erica McClure, Career Services	5	Teri Vogler, Admin Svcs/Aux Svcs	20
Donald Schaper, Accounting Services	5	Mary Zettwach, Library	20
Rebecca Spear, Career Services	5	David Johnson, Maintenance Svcs	25